

SUPPLY AND PROCESSING OF OMR SHEET

NOTICE INVITING BIDS

Bid No. 1053 Dated 29/10/2021

Sealed Bids are invited from interested companies for the **SUPPLY & PROCESSING OF OMR SHEET** for examinations/selections held by Medical and Health Recruitment Board (MHRB), Assam as per the following specifications and conditions:

A. JOB SPECIFICATIONS AND DESCRIPTIONS

SN	ITEM	RATE REQUIRED FOR
1	<p>OMR SHEET WITH COLOUR DROPOUT TECHNOLOGY Size: A4 Paper: Maplitho 100 GSM</p> <p>One OMR sheet should have Two Papers with Carbon Copy. The candidate will be able to take his duplicate carbon copy of OMR sheet after submission of original OMR sheet in the examination hall.</p> <p>(Necessary layout with different fields will be provided with the work order)</p>	<input type="checkbox"/> Up to 2000
		<input type="checkbox"/> 2001 to 5000
		<input type="checkbox"/> 5001 to 10000
		<input type="checkbox"/> 10001 to 25000
		<input type="checkbox"/> 25001 to 50000
		<input type="checkbox"/> 50001 to 100000
		<input type="checkbox"/> 100001 onwards
2	<p>PROCESSING OF OMR SHEET TO GENERATE MARKS AGAINST EACH ROLL NUMBER.</p> <p>Since the job is of confidential in nature, the work is to be done in the Board office or the site decided by the Board. Authority will provide a room with electricity supply only. The job requirement will be as under:</p> <p>a. Validation and verification process will be required to be done before finalizing the marks against each roll number.</p> <p>b. An Absentee List is to be prepared after comparing the Physical Attendance Sheet of an examination.</p> <p>c. Data is to be provided to MHRB in excel format with required field given by MHRB for future verification.</p>	<input type="checkbox"/> Up to 2000
		<input type="checkbox"/> 2001 to 5000
		<input type="checkbox"/> 5001 to 10000
		<input type="checkbox"/> 10001 to 25000
		<input type="checkbox"/> 25001 to 50000
		<input type="checkbox"/> 50001 to 100000
		<input type="checkbox"/> 100001 onwards

B. REQUIREMENTS & CRITERIA FOR TECHNICAL EVALUATION

1. The company should have own Licensing Software for Scanning.
2. The company should have experience of scanning and processing of OMR Sheets for examination results at least for 3 years.

3. Bid Documents are non-transferable and should be submitted only in the exclusive name of the party to whom the Purchase Order will be placed.
4. Sub-Contracting is strictly NOT ALLOWED.
5. Bid should be submitted strictly on the Company Letter Head of Bidder; duly signed by the Authorized Person.
6. The company shall have Local office/authorized representative based in Guwahati (Assam). Documents in support of same shall be submitted with Telephone number, address and email for verification.
7. Bid once submitted shall not be returned to the Bidder in future.
8. Medical & Health Recruitment Board (MHRB), Assam reserves the right not to disclose the names and rates of successful Bidder/s.
9. Financial Bid shall be valid for at least 180 days from the Date of Submission, which is extendable for a period of another 6 months on satisfactory performance. MHRB, Assam will not entertain any request in respect of escalation of price due to any reasons whatsoever.

C. BID SUBMISSION

1. Bids; both Technical Bid and Financial Bid; **shall have to be submitted in the Standard Format enclosed with this Bid Notice.**
2. Both Technical Bid & Financial Bid should be submitted in SEPARATE COVERS with clear specification on the cover as “Technical Bid” & “Financial Bid” as the case may be. Both the independent covers should be placed In ONE BIG COVER duly sealed and super scribed on the Left-Hand Side as “OPEN BID FOR OMR SUPPLY AND PROCESSING”.
3. The Bid Cover should be addressed to: **The SECRETARY I/C, MHRB, ASSAM, GROUND FLOOR, O/O DIRECTOR OF MEDICAL EDUCATION, ASSAM, SIX MILE, GUWAHATI-781022.**
4. Bids should be sent either by Post or through Messenger. If the Bid is sent through Messenger, the same has to be dropped in the Bid Box kept for this purpose in the Office of the MHRB, Assam before 2.00 pm of 19/11/2021. If it is by post (Registered Post or Speed Post only); the same should reach before 2.00 pm of 19/11/2021 failing which it will be rejected. MHRB, Assam shall not be responsible for late receipt of Bid on account of postal or any other delay.
5. All documentations are required to be in English. Corrections/overwriting, if unavoidable, should be signed separately. Bid Papers must be signed on all the pages by Authorized Person of the Bidder.
6. MHRB, Assam reserves the right to:
 - a. Accept or Reject Any Bid
 - b. Select one or more Specific Item/s
 - c. Reject the Entire Bidding Process or Any Bid (wholly or partly) without assigning any reason thereof.

D. EMD SUBMISSION

1. All Bids shall have to be accompanied with Earnest Money Deposit (EMD) amounting to Rs. 20,000/- (Twenty Thousand Only) in Demand Draft drawn in favour of “**THE SECRETARY I/C, MHRB, ASSAM**” Payable at Guwahati.
2. EMD should be put in a **SEPARATE COVER ENCLOSED** in the **TECHNICAL BID ENVELOPE**.
3. Bids submitted without the requisite EMD in the Technical Bid; shall be summarily rejected at the Bid Opening Stage itself.
4. EMD will not be waived under any circumstances.
5. EMD will be returned to the Unsuccessful Bidders after the Final Disposal of the Bids. **NOTE:** EMD will not carry any interest.
6. EMD of the Successful Bidder/s will be retained till the Final Completion of the Assigned Work.
7. EMD will be forfeited in the case of non-execution of the agreement by the successful Bidder/s within the due date specified in Assignment Letter/s.

E. LAST DATE OF BID SUBMISSION

1. Both Technical Bid & Financial Bid should be submitted in accordance of the specifications given above; **LATEST BY 2.00 PM OF 19/11/2021**.
2. Bid Box in the Office of the MHRB, Assam will be closed exactly at 2.00 pm on the Last Date i.e. 19/11/2021. MHRB, Assam shall not be responsible for late receipt of Bid on account of postal or any other delay/s.
3. The Technical Bids will be opened exactly at 2.30 pm on 19/11/2021. The Date of Opening of Financial Bids shall be intimated to the Eligible Bidders after Evaluation of the Technical Bids.
4. MHRB reserves the right to delay the opening of Bids (Technical Bids and Financial Bids) due to unforeseen reasons.
5. Bid documents may be downloaded from the website or may be collected from the office of the undersigned during office hour on or before 18/11/2021.
6. Bid processing fees Rs. 500/- as bank draft in favour of Secretary i/c, MHRB shall be submitted along with the bid. Bid submitted without bid processing fees shall be rejected.

Clarifications related to the job specifications or submission of the Bids may be obtained from the undersigned at contact details given below.

Name: DIPJYOTI DEKA
Designation: Administrative Assistant
Contact No.8638841742
E-mail: mhrbassam@gmail.com

Enclosed:

ENCLOSURE-1: Standard Format for Submission of Technical Bid

ENCLOSURE-2: Standard Format for Submission of Financial Bid

ENCLOSURE-1

(TO BE PRINTED ON COMPANY LETTER HEAD)

To,
SECRETARY I/C, MHRB, ASSAM
Ground Floor, O/o DME, Assam
Six Mile, Guwahati-781022 ASSAM

TECHNICAL BID

SUPPLY & PROCESSING OF OMR SHEET

(Reference Notice Inviting Bid No. Dated

A. COMPANY DETAILS				
1	Name of Organization			
2	Year of Establishment			
3	Number of Employees			
4	Main Areas of Business			
5	Type of Organization (Firm/Trust/Company registered under Indian Companies Act, 2013)			
6	Particulars of Registration with Various Govt. Bodies/Tax authorities	Registration Number		
		Place of Registration		
		Date of Validity		
		PAN Card Details		
		GST No.		
7	Whether the firm has been blacklisted by any Central or State Government/PSU/Govt. Bodies/Autonomous bodies/ Reputed Educational Institutes located in India (Please Write YES or NO)			
	a) If Yes, Please Furnish Details			
	b) If No, Please Attach Undertaking Separately stating that Organisation is Not Blacklisted.			
8	Address & Contact Details of the Registered Office	Address		
		Telephone	Phone	
			Mobile	
		E-mail		
B. TECHNICAL QUALIFICATIONS				
1	Whether In Possession of own Licensing Software for Scanning?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
2	Experience in Scanning& Processing of OMR Sheets for Examination Results (No. of Years)		NOTE: Please Submit Documentary Proof	
3	Whether In Possession of Local Office in Guwahati (Assam)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

AUTHORIZED SIGNATORY

DATE:

ENCLOSURE-2

(TO BE PRINTED ON COMPANY LETTER HEAD)

To,
SECRETARY I/C, MHRB, ASSAM
Ground Floor, O/o DME, Assam
Six Mile, Guwahati-781022 ASSAM

FINANCIAL BID

SUPPLY & PROCESSING OF OMR SHEET

(Reference Notice Inviting Bids No. Dated

A. COMPANY INFORMATION			
Name of Organization			
Address & Contact Details of the Registered Office	Address		
	Telephone	Phone	
		Mobile	
	E-mail		
B. FINANCIAL BID			
1	OMR SHEET WITH COLOUR DROPOUT TECHNOLOGY Size: A4 Paper: Map litho 100 GSM (As per details indicated in Item-1 of(A) Job Specifications & Description in Notice Inviting Bids No. Dated)	ITEMS	FINANCIAL QUOTE (IN INR) Figure & Words
		<input type="checkbox"/> Up to 2000	Rs.
		<input type="checkbox"/> 2001 to 5000	Rs.
		<input type="checkbox"/> 5001 to 10000	Rs.
		<input type="checkbox"/> 10001 to 25000	Rs.
		<input type="checkbox"/> 25001 to 50000	Rs.
		<input type="checkbox"/> 50001 to 100000	Rs.
		<input type="checkbox"/> 100001 Onwards	Rs.
2	PROCESSING OF OMR SHEET TO GENERATE MARKS AGAINST EACH ROLL NUMBER (As per details indicated in Item-2 of(A) Job Specifications & Description in Notice Inviting Bids No. Dated)	ITEMS	FINANCIAL QUOTE (IN INR) Figure & Words
		<input type="checkbox"/> Up to 2000	Rs.
		<input type="checkbox"/> 2001 to 5000	Rs.
		<input type="checkbox"/> 5001 to 10000	Rs.
		<input type="checkbox"/> 10001 to 25000	Rs.
		<input type="checkbox"/> 25001 to 50000	Rs.
		<input type="checkbox"/> 50001 to 100000	Rs.
		<input type="checkbox"/> 100001 Onwards	Rs.

NOTES:

1. Above Rates are; EXCLUSIVE OF GST. GST will be Charged Extra.
2. Above Rates are valid for 180 Days from the Date Indicated Below.

AUTHORIZED SIGNATORY

DATE: